



SOFTWARE TECHNOLOGY PARKS OF INDIA

MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY,
GOVERNMENT OF INDIA

User Manual

New Unit Registration

November 2018

Version: 1.0

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LIST OF ABBREVIATIONS

STP	Software Technology Parks
EHTP	Electronics and Hardware Technology Parks
Non-STP	Non- Software Technology Parks

1 INTRODUCTION

Software Technology Parks of India (STPI) is a society established in 1991 by the Indian Ministry of Communications and Information Technology with the objective of encouraging, promoting and boosting the export of software from India.

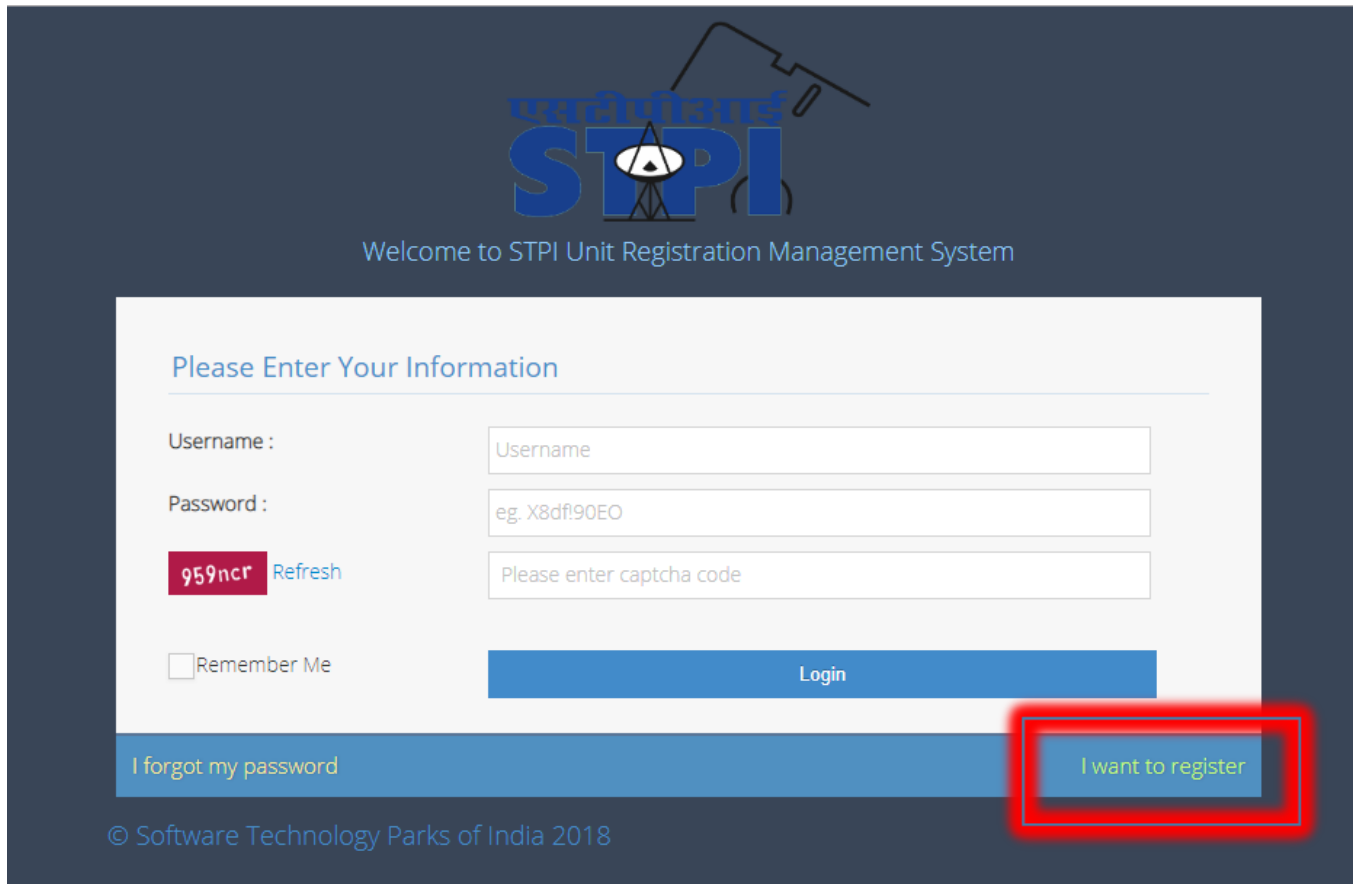
The **STPI portal** is a **web-based application** that has been built to provide online access to the user to various services offered by STPI.

This document is an integral part of STPI user manuals.

The objective of this manual is to provide step by step assistance to the user on how to use the **Unit Management System** in the STPI web portal.

2 REGISTERING WITH STPI

1. Go to the STPI Web Portal (<https://www.stpi.in>) under **Services » Statutory Services** and click on Online Registration link **or direct url** <https://stpionline.stpi.in>.
2. Click on **I want to Register**.

The screenshot shows the STPI Unit Registration Management System interface. At the top, the STPI logo is displayed above the text 'Welcome to STPI Unit Registration Management System'. Below this is a white login/register form titled 'Please Enter Your Information'. The form contains fields for 'Username' (placeholder: Username), 'Password' (placeholder: eg. X8df!90EO), and a 'Please enter captcha code' field. A red '959ncr' captcha image and a blue 'Refresh' link are positioned to the left of the captcha field. There is a 'Remember Me' checkbox and a blue 'Login' button. At the bottom of the form, there are two links: 'I forgot my password' and 'I want to register'. The 'I want to register' link is highlighted with a red rectangular border. The footer of the page reads '© Software Technology Parks of India 2018'.

3. Fill up the **User Registration** form.
4. Accept **Declarations**.
5. Click on **Register**.

Welcome to STPI Unit Registration Management System

New User Registration

Enter your details to begin:

निर्देश / Instruction

Type of Organisation ▼

एस.टी.पी.आई. केन्द्र / Select STPI Centre ▼

संगठन का नाम / Organisation Name

संपर्क व्यक्ति का नाम / Contact Person Name

संपर्क व्यक्ति मोबाइल संख्या / Contact Person Mobile

ईमेल आईडी / Email ID


टिप्पणी / Comments

कैप्चा / Captcha

r66w8s Refresh

Reset Register

On successful registration, a message will be shown and your Login Id and Password will be sent to your registered email id.



Welcome to STPI Unit Registration Management System


Please Enter Your Information

Thank You / धन्यवाद!!

Registered Successfully, Please check your Email for Username/ Password and Login

Username :

Password :

 Refresh

☐ Remember Me

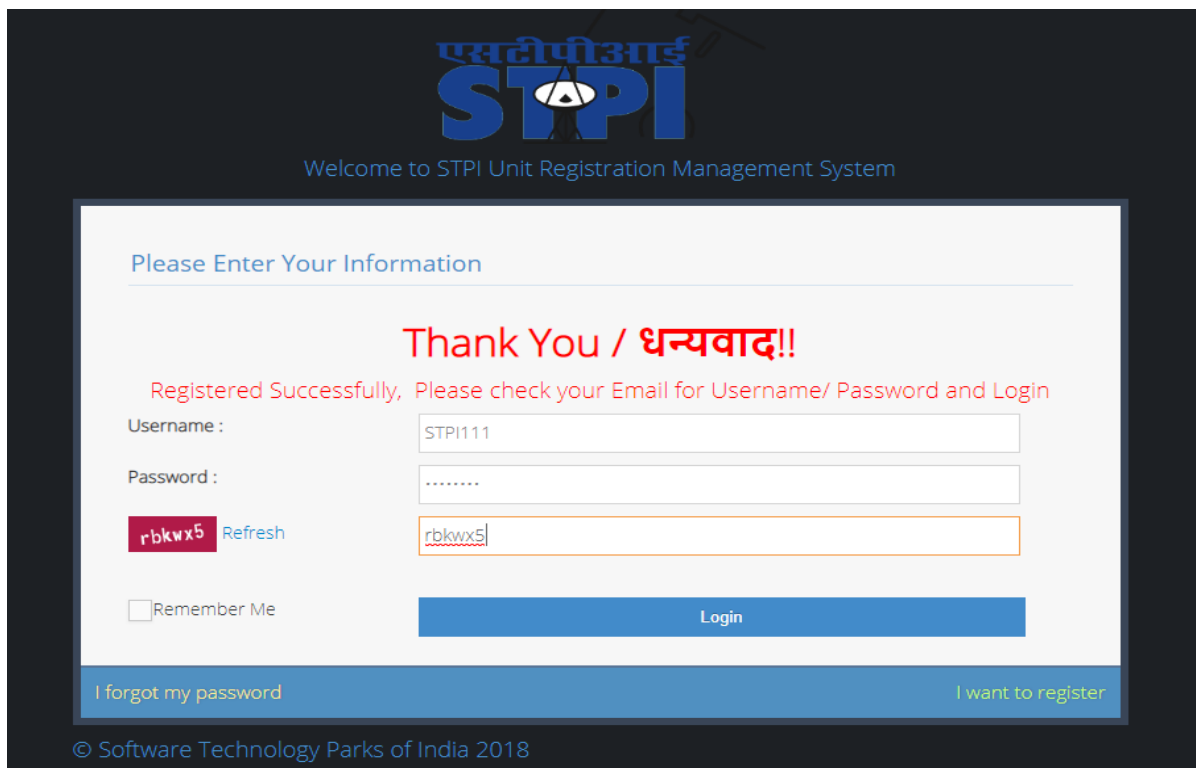
[I forgot my password](#) [I want to register](#)

© Software Technology Parks of India 2018

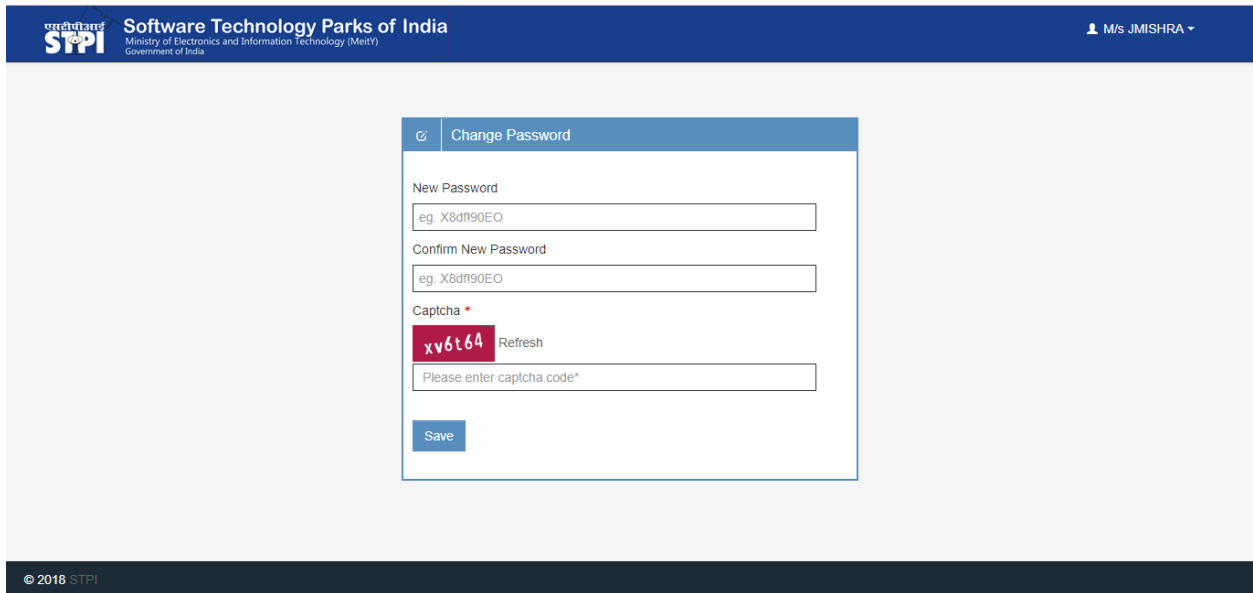
Thanks You Registered Successfully

3 SETTING UP NEW UNIT

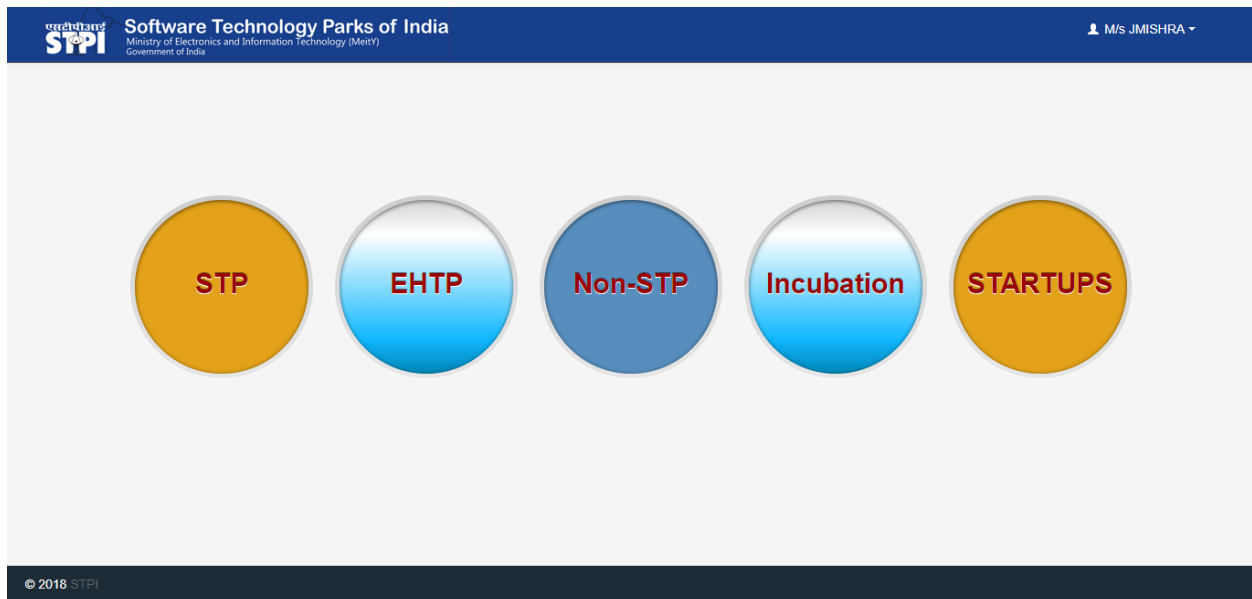
1. Go to the STPI web portal or Continue from here.
2. Enter your login credentials.
3. Enter **Captcha** code.
4. Click on **Login**.

A screenshot of the STPI Unit Registration Management System interface. At the top, the STPI logo is displayed with the text 'Welcome to STPI Unit Registration Management System'. Below this, a white box contains the heading 'Please Enter Your Information'. A large red message reads 'Thank You / धन्यवाद!!' followed by 'Registered Successfully, Please check your Email for Username/ Password and Login'. The form includes fields for 'Username' (containing 'STPI111'), 'Password' (masked with dots), and a 'Captcha' field (containing 'rbkwx5'). A 'Refresh' button is next to the Captcha field. There is a 'Remember Me' checkbox and a blue 'Login' button. At the bottom of the white box, there are links for 'I forgot my password' and 'I want to register'. The footer of the interface states '© Software Technology Parks of India 2018'.

System will ask you to change your system generated password and prompt you to re-login changed password.



Unit has to choose appropriate scheme type.




- Click on the **Click Here** link for STP/ EHTP /Non-STP / Incubation/ Startups unit registration under **Unit Management System**.

3.1 STP UNIT REGISTRATION

1. Fill up **Page 1** of the application form and Save.
2. Once **Step 1** completed, all option will be enable to complete the application in left side bar/menu, in any order.

Note: You must fill **all** the mandatory field the application form.

3.2 COMPANY DETAILS



Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

M/s JMISHRA

Dashboard

Home > Application Details > Company Details

Application for setting up of (STP) Unit

Organisation Details

Organisation Type : *	Foreign Entity	Organisation Sub-Type : *	Private Limited Company
Organisation Name : *	JMISHRA	Organisation CIN :	eg. U99999MH1992PTC065271
Organisation PAN : *	eg. XYDFG1902O	Organisation IEC :	eg. 1234567890
Upload Copy of PAN : * (.jpg files only)	No file selected Choose File	Upload Copy of IEC : * (.jpg files only)	No file selected Choose File
GST No. :	GST No.	GST No. Issued From :	Jurisdiction
Upload Copy of GSTN : * (.jpg files only)	No file selected Choose File	Upload Logo :	No file selected Choose File

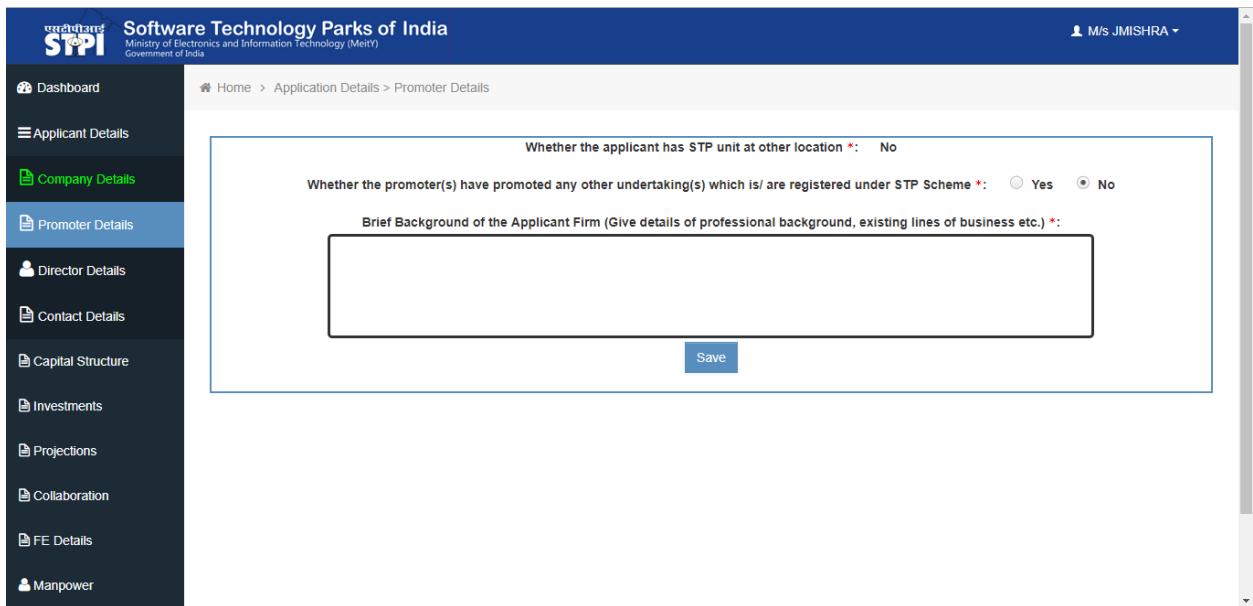
Organisation Address Details

Registered Address :	Location Address : <input type="checkbox"/> Check this if Location Address is same as Registered Office Address		
Address : *		Address : *	
City : *	eg. Mumbai	City : *	eg. Mumbai
Pin Code : *	eg. 123456	Pin Code : *	eg. 123456
State : *	--Select--	State : *	--Select--
Phone : *	eg. 1234567890	Phone : *	eg. 9876543210
Fax :	eg. 123456789	Fax :	eg. 987654321
Regd. Email ID : *	mishraajitendra@gmail.com	Website : *	eg. www.xyz.com

Save

3.3 PROMOTER DETAILS

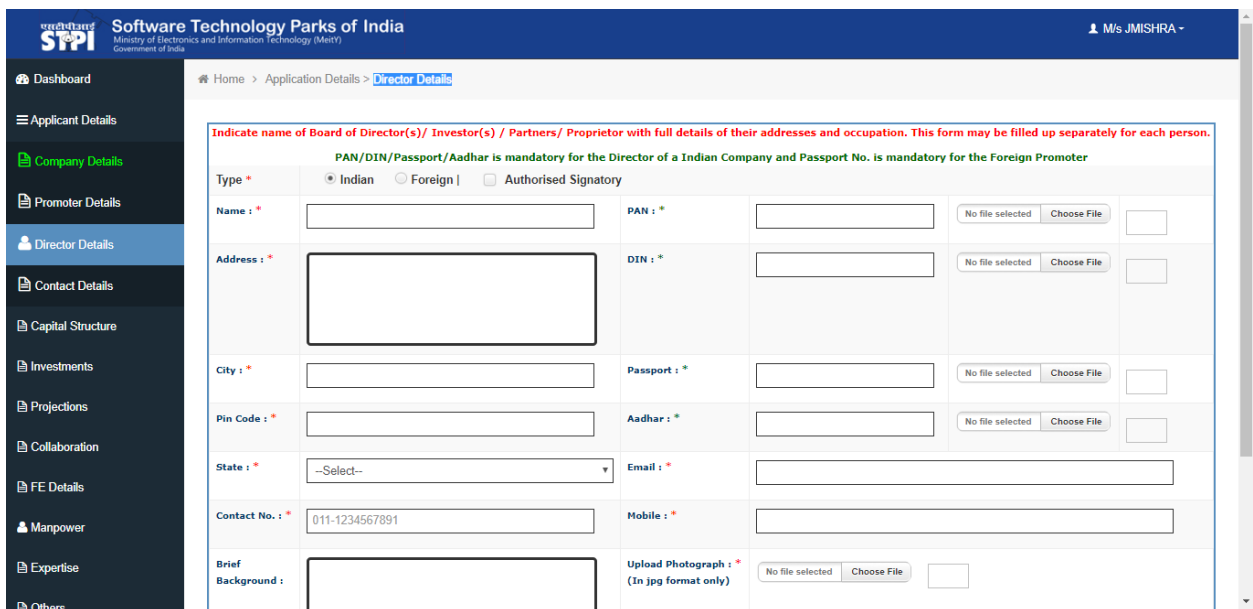
(Fill up Promoter Details of the application form.)



The screenshot shows the 'Promoter Details' section of the STPI application form. The header includes the STPI logo and the text 'Software Technology Parks of India, Ministry of Electronics and Information Technology (MeitY), Government of India'. The user is logged in as 'M/s JMISHRA'. The left sidebar contains a menu with options: Dashboard, Applicant Details, Company Details, Promoter Details (selected), Director Details, Contact Details, Capital Structure, Investments, Projections, Collaboration, FE Details, and Manpower. The main content area shows the 'Promoter Details' form. It includes a question: 'Whether the applicant has STP unit at other location *': No. Below this is another question: 'Whether the promoter(s) have promoted any other undertaking(s) which is/ are registered under STP Scheme *': Yes No. There is a text area for 'Brief Background of the Applicant Firm (Give details of professional background, existing lines of business etc.) *'. A 'Save' button is at the bottom right of the form.

3.4 DIRECTOR DETAILS

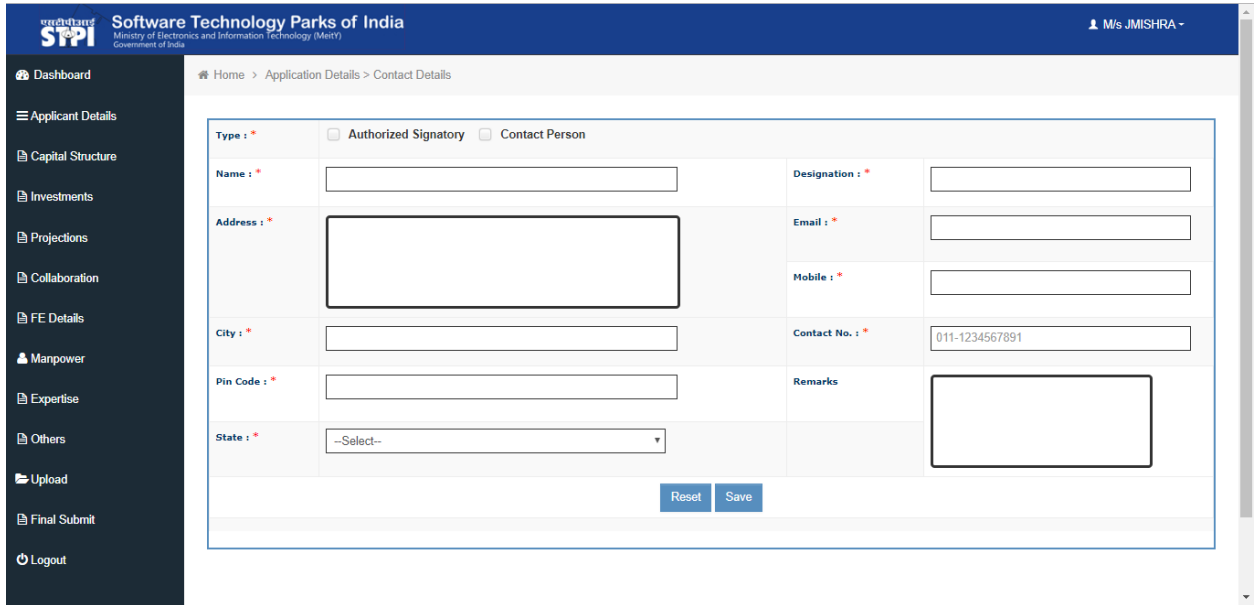
(Fill up Director Details of the application form (for Foreign Directors the Passport Details is mandatory and for Indian Directors DIN or PAN is mandatory).)



The screenshot shows the 'Director Details' section of the STPI application form. The header is the same as the previous section. The left sidebar is also the same. The main content area shows the 'Director Details' form. It includes a red instruction: 'Indicate name of Board of Director(s)/ Investor(s) / Partners/ Proprietor with full details of their addresses and occupation. This form may be filled up separately for each person.' Below this is a note: 'PAN/DIN/Passport/Aadhar is mandatory for the Director of a Indian Company and Passport No. is mandatory for the Foreign Promoter'. The form has a 'Type' dropdown with options: Indian (selected), Foreign, and Authorised Signatory. It includes fields for Name, Address, City, Pin Code, State, Contact No., and Mobile. There are also fields for PAN, DIN, Passport, and Aadhar, each with a 'No file selected' button and a 'Choose File' button. There is a 'Brief Background' text area and an 'Upload Photograph' button with a note '(In jpg format only)'. A 'Save' button is at the bottom right of the form.

3.5 CONTACT DETAILS

(Fill up Contact Details of the application form)



Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

Home > Application Details > Contact Details

Type : ☐ Authorized Signatory ☐ Contact Person

Name : Designation :

Address : Email :

City : Mobile :

Pin Code : Contact No. :

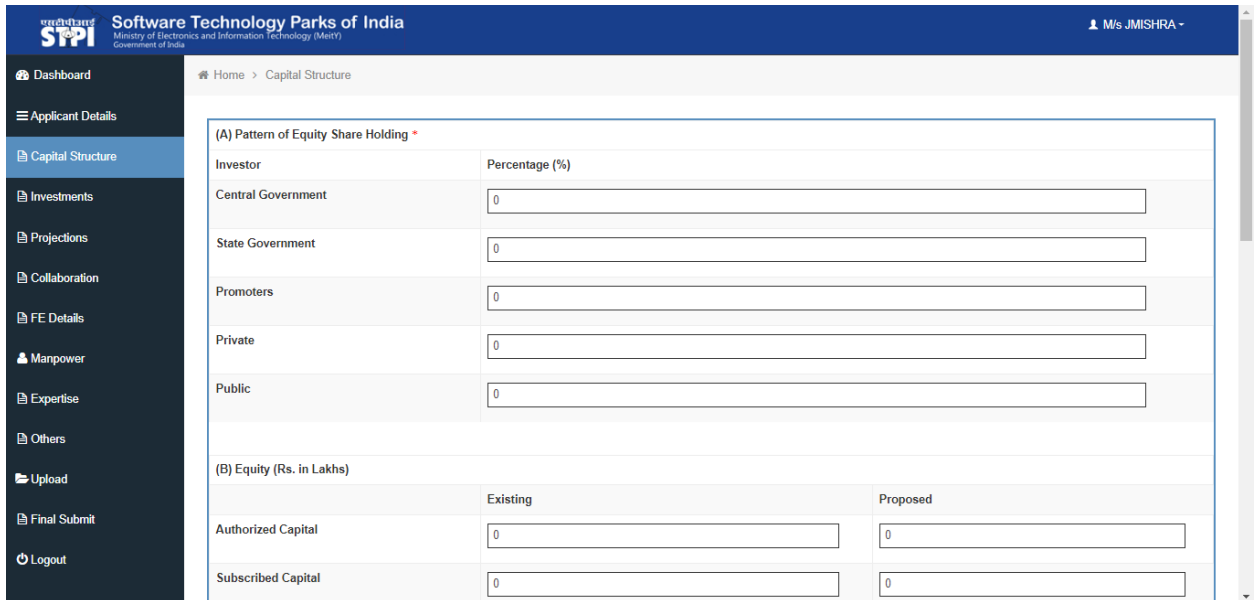
State :

Remarks :

Reset Save

3.6 CAPITAL DETAILS

(Fill up Capital Details of the application form)



Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

Home > Capital Structure

(A) Pattern of Equity Share Holding *

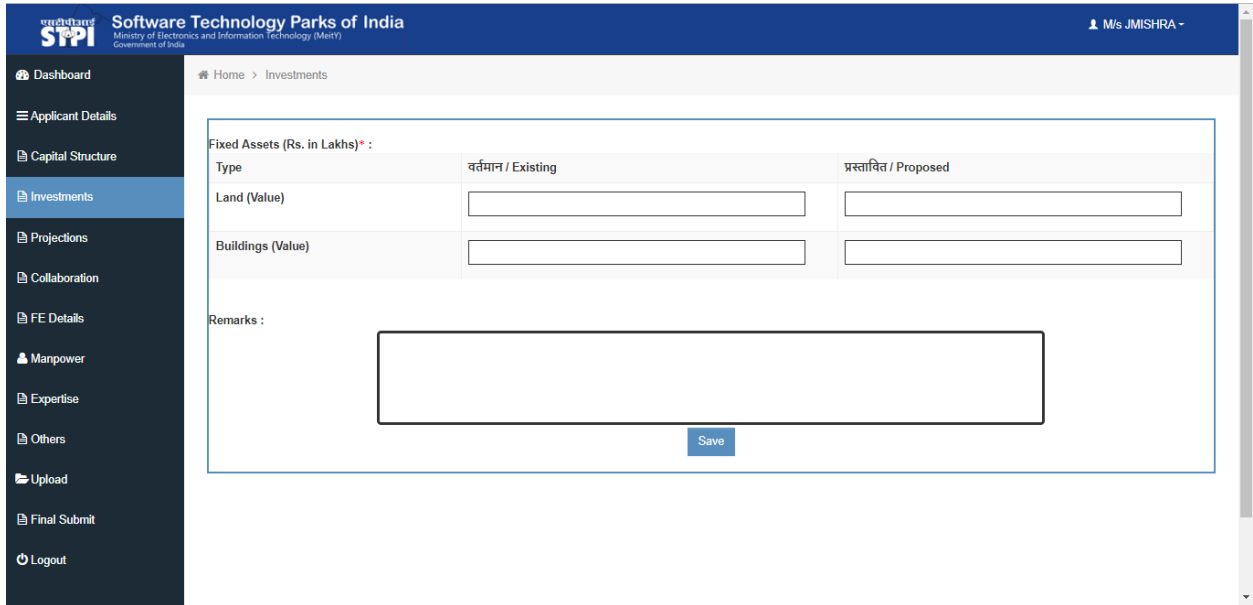
Investor	Percentage (%)
Central Government	<input type="text" value="0"/>
State Government	<input type="text" value="0"/>
Promoters	<input type="text" value="0"/>
Private	<input type="text" value="0"/>
Public	<input type="text" value="0"/>

(B) Equity (Rs. in Lakhs)

	Existing	Proposed
Authorized Capital	<input type="text" value="0"/>	<input type="text" value="0"/>
Subscribed Capital	<input type="text" value="0"/>	<input type="text" value="0"/>

3.7 INVESTMENTS DETAILS

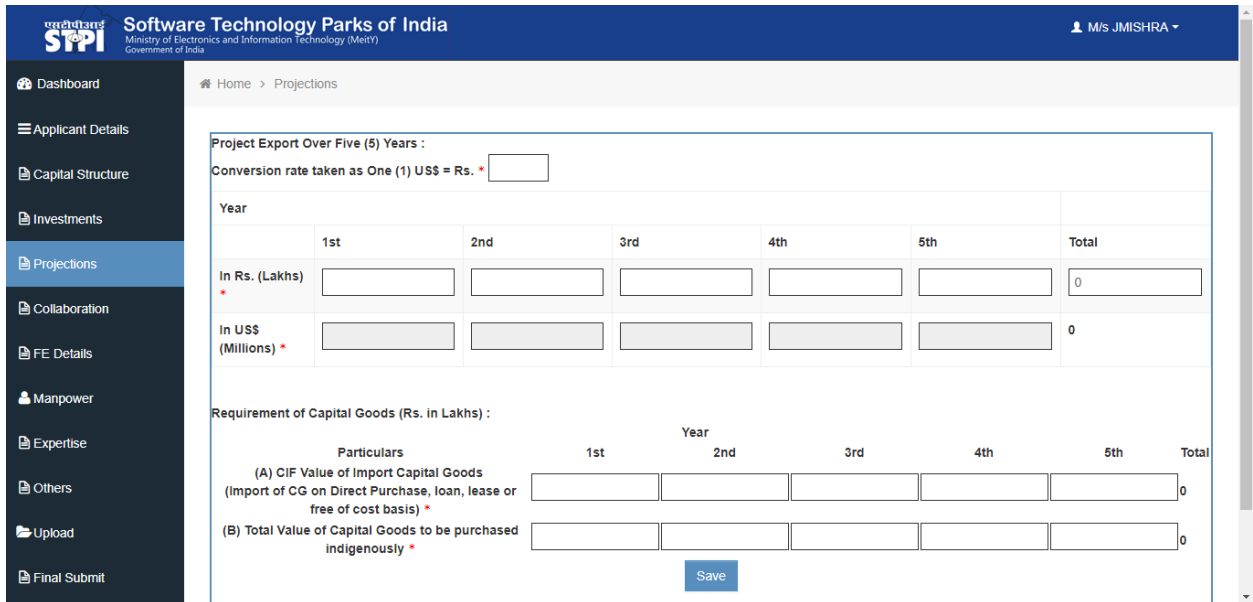
(Fill up Investments Details of the application form)



The screenshot shows the 'Investments' section of the STPI application form. The header includes the STPI logo, 'Software Technology Parks of India', 'Ministry of Electronics and Information Technology (MeitY)', and 'Government of India'. The user is logged in as 'M/s JMISHRA'. The left sidebar contains navigation links: Dashboard, Applicant Details, Capital Structure, Investments (selected), Projections, Collaboration, FE Details, Manpower, Expertise, Others, Upload, Final Submit, and Logout. The main content area is titled 'Home > Investments'. It contains a section for 'Fixed Assets (Rs. in Lakhs)*' with two columns: 'वर्तमान / Existing' and 'प्रस्तावित / Proposed'. The rows are 'Land (Value)' and 'Buildings (Value)', each with input fields. Below this is a 'Remarks' section with a large text area and a 'Save' button.

3.8 PROJECTIONS DETAILS

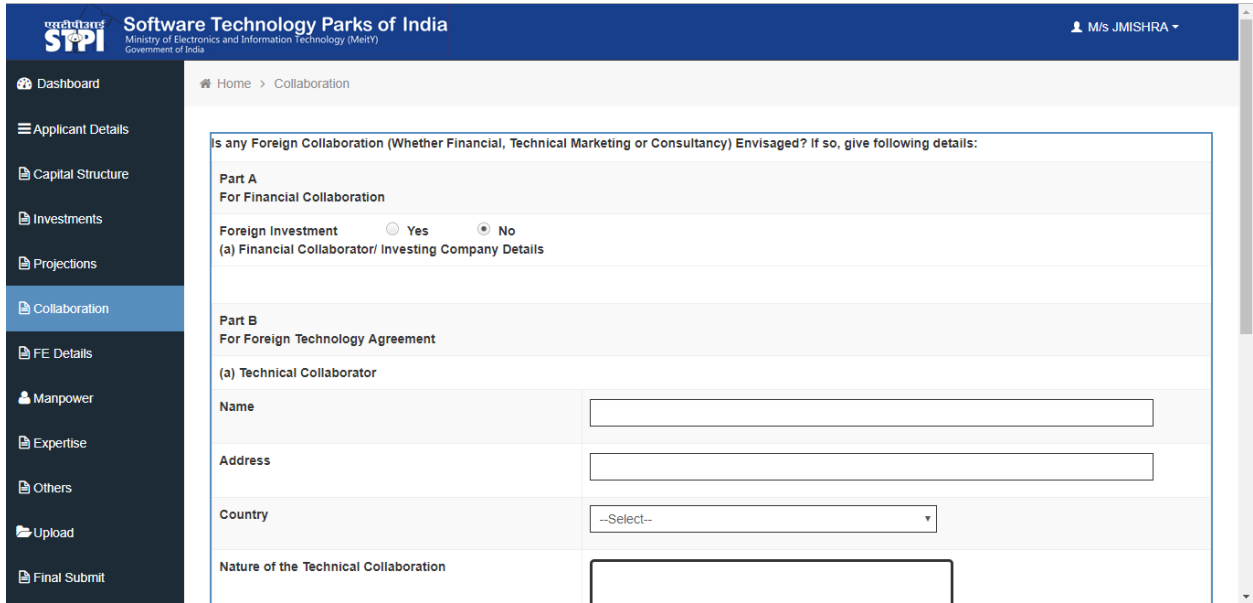
(Fill up Projections Details of the application form)



The screenshot shows the 'Projections' section of the STPI application form. The header is identical to the previous form. The left sidebar is the same. The main content area is titled 'Home > Projections'. It contains a section for 'Project Export Over Five (5) Years :'. Below this is a 'Conversion rate taken as One (1) US\$ = Rs. *' with an input field. The main table has columns for 'Year' (1st, 2nd, 3rd, 4th, 5th) and 'Total'. The rows are 'In Rs. (Lakhs) *' and 'In US\$ (Millions) *'. Below the table is a section for 'Requirement of Capital Goods (Rs. in Lakhs) :'. It has a table with columns for 'Particulars', 'Year' (1st, 2nd, 3rd, 4th, 5th), and 'Total'. The rows are '(A) CIF Value of Import Capital Goods (Import of CG on Direct Purchase, loan, lease or free of cost basis) *' and '(B) Total Value of Capital Goods to be purchased indigenously *'. A 'Save' button is at the bottom.

3.9 COLLABORATION DETAILS

(Fill up Collaboration Details of the application form)



The screenshot shows the 'Collaboration' section of the STPI application form. The header includes the STPI logo and the text 'Software Technology Parks of India, Ministry of Electronics and Information Technology (MeitY), Government of India'. The user is logged in as 'M/s JMISHRA'. The left sidebar contains navigation links: Dashboard, Applicant Details, Capital Structure, Investments, Projections, Collaboration (selected), FE Details, Manpower, Expertise, Others, Upload, and Final Submit. The main content area is titled 'Home > Collaboration' and contains the following sections:

Is any Foreign Collaboration (Whether Financial, Technical Marketing or Consultancy) Envisaged? If so, give following details:

Part A
For Financial Collaboration

Foreign Investment ☐ Yes ☒ No

(a) Financial Collaborator/ Investing Company Details

Part B
For Foreign Technology Agreement

(a) Technical Collaborator

Name

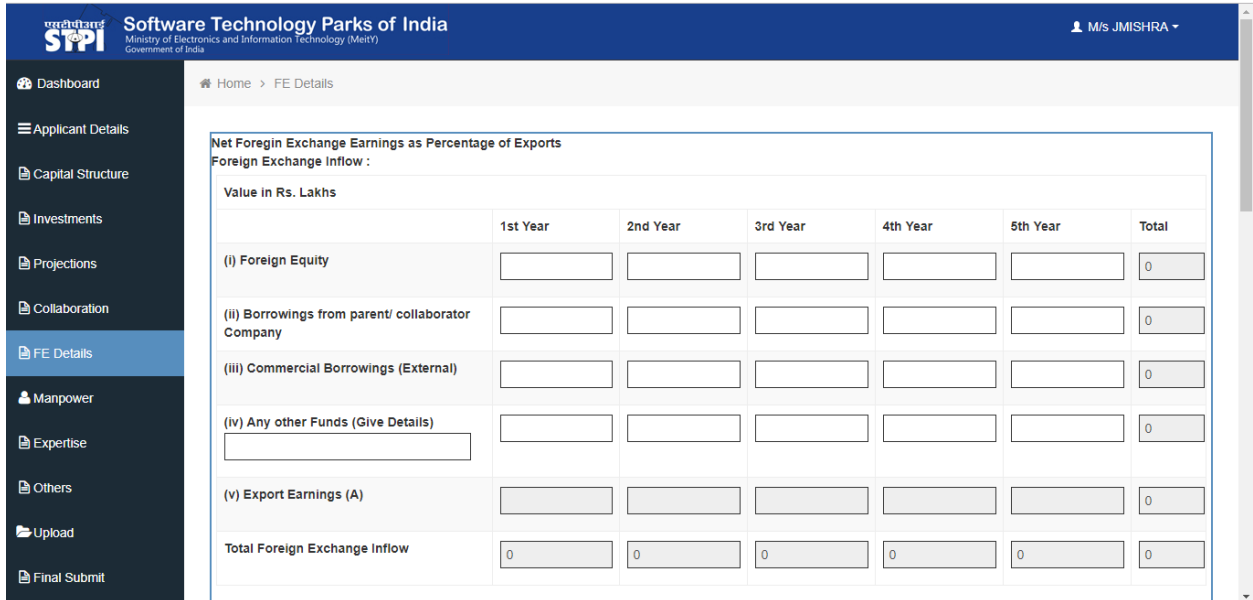
Address

Country

Nature of the Technical Collaboration

3.10 FOREIGN EXCHANGE (FE) DETAILS

(Fill up Foreign Exchange Details of the application form)



The screenshot shows the 'FE Details' section of the STPI application form. The header is the same as the previous form. The left sidebar is the same, with 'FE Details' selected. The main content area is titled 'Home > FE Details' and contains the following sections:

Net Foreign Exchange Earnings as Percentage of Exports

Foreign Exchange Inflow :

Value in Rs. Lakhs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
(i) Foreign Equity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(ii) Borrowings from parent/ collaborator Company	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(iii) Commercial Borrowings (External)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(iv) Any other Funds (Give Details)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(v) Export Earnings (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Foreign Exchange Inflow	0	0	0	0	0	0

3.11 MANPOWER DETAILS

(Fill up Manpower Details of the application form)

Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

Home > Manpower

Staff proposed to be Employed :

	Existing		Proposed (Incremental)										Total	
	Male	Female	1st Year		2nd Year		3rd Year		4th Year		5th Year		Male	Female
Technical														
Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Non-Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Non Technical														
Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Non-Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Total *	0	0	0	0	0	0	0	0	0	0	0	0	0	0

3.12 EXPERTISE (AREA OF OPERATION) DETAILS

(Fill up Expertise (Area of Operation) Details of the application form)

Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

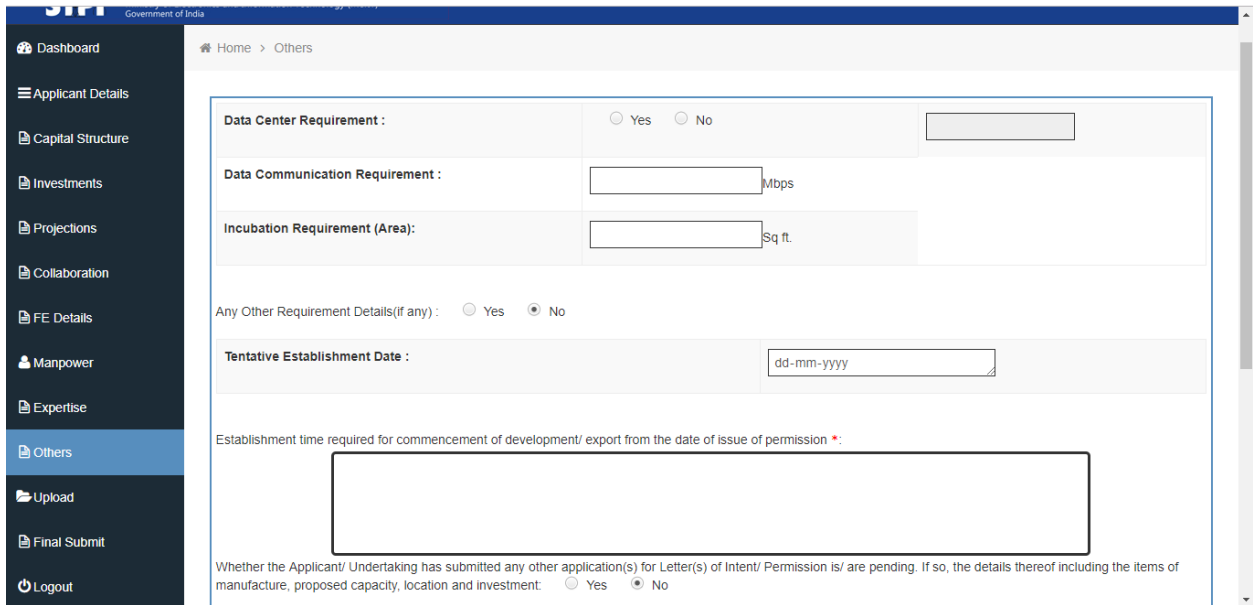
Home > Area of Operation

Area of Expertise (Software Development/ IT Enabled Service Activities)

Sno.	Particulars	Select *
1	Application Software	<input type="checkbox"/>
2	System Software	<input type="checkbox"/>
3	Web Development	<input type="checkbox"/>
4	ERP, SCM, CRM	<input type="checkbox"/>
5	Financial and Banking Software	<input type="checkbox"/>
6	Production Management and Inventory Control	<input type="checkbox"/>
7	IC Design	<input type="checkbox"/>
8	VLSI/ ASIC	<input type="checkbox"/>
9	Embedded Software	<input type="checkbox"/>
10	Telecom Software	<input type="checkbox"/>
11	Back Office Operation	<input type="checkbox"/>

3.13 OTHER DETAILS

(Fill up Other Details of the application form)

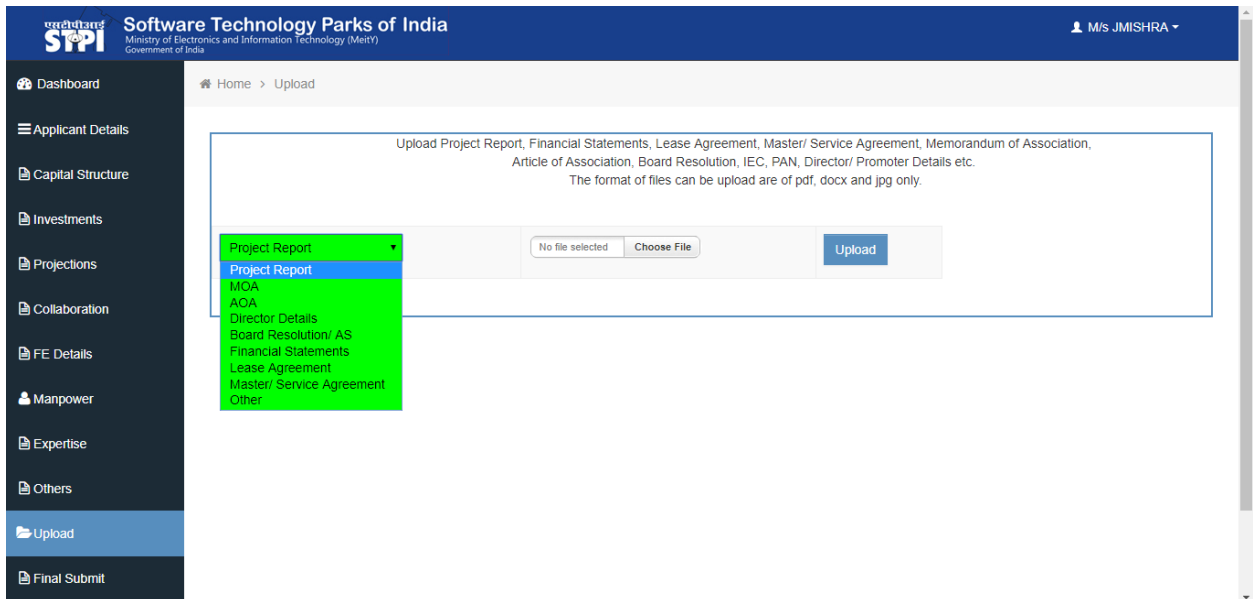


The screenshot shows the 'Others' section of the STPI UMS application form. The left sidebar contains navigation links: Dashboard, Applicant Details, Capital Structure, Investments, Projections, Collaboration, FE Details, Manpower, Expertise, Others (highlighted), Upload, Final Submit, and Logout. The main content area is titled 'Home > Others'. It contains the following fields:

- Data Center Requirement :** Radio buttons for Yes and No, followed by a text input field.
- Data Communication Requirement :** A text input field followed by 'Mbps'.
- Incubation Requirement (Area):** A text input field followed by 'Sq ft'.
- Any Other Requirement Details(if any) :** Radio buttons for Yes and No (No is selected).
- Tentative Establishment Date :** A text input field with a placeholder 'dd-mm-yyyy'.
- Establishment time required for commencement of development/ export from the date of issue of permission *:** A large empty text area.
- Whether the Applicant/ Undertaking has submitted any other application(s) for Letter(s) of Intent/ Permission is/ are pending. If so, the details thereof including the items of manufacture, proposed capacity, location and investment :** Radio buttons for Yes and No (No is selected).

3.14 UPLOAD DOCUMENTS

(Fill up Upload Documents (like Project Report, Memorandum, and Financial Statements etc.) of the application form.)

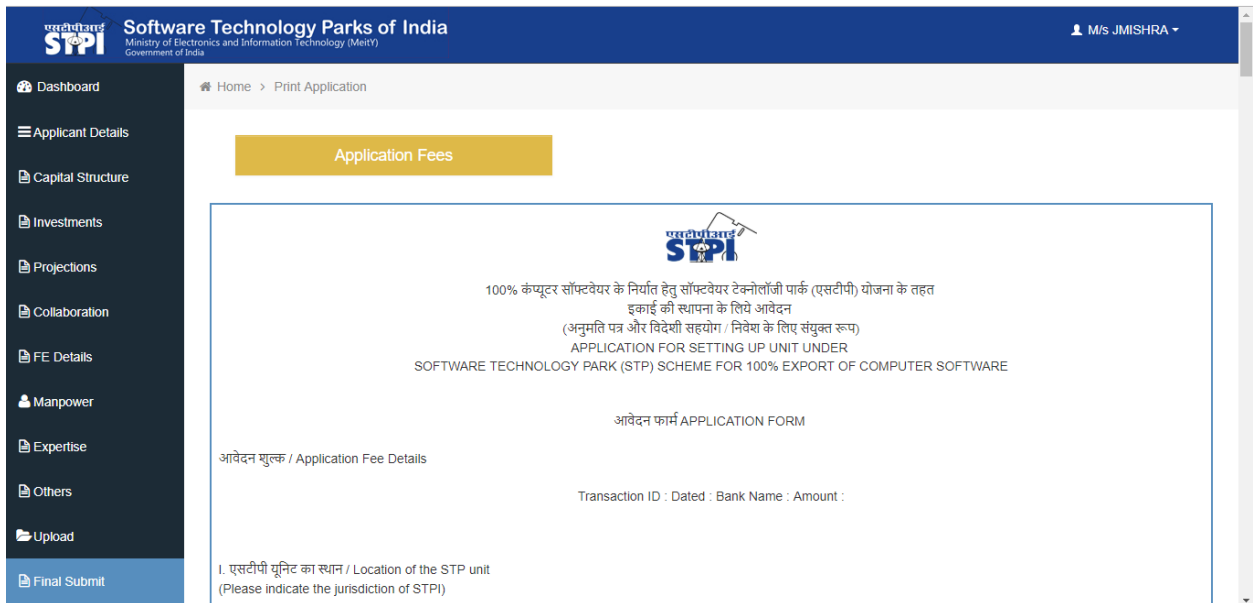


The screenshot shows the 'Upload' section of the STPI UMS application form. The left sidebar is the same as in the previous screenshot, with 'Upload' highlighted. The main content area is titled 'Home > Upload'. It contains the following elements:

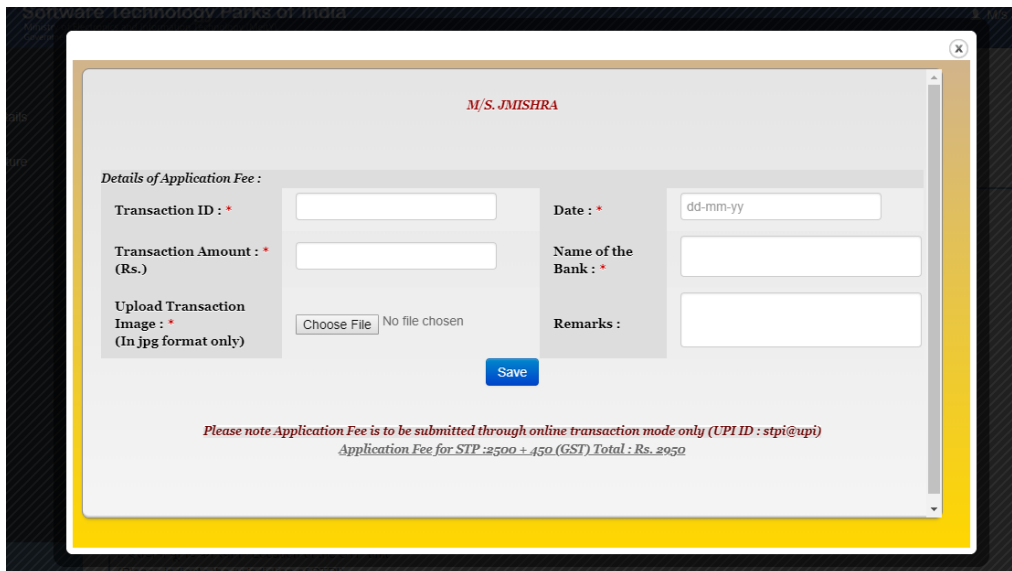
- Header:** 'Software Technology Parks of India' and 'Ministry of Electronics and Information Technology (MeitY) Government of India'.
- User:** 'M/s JMISHRA'.
- Instructions:** 'Upload Project Report, Financial Statements, Lease Agreement, Master/ Service Agreement, Memorandum of Association, Article of Association, Board Resolution, IEC, PAN, Director/ Promoter Details etc. The format of files can be upload are of pdf, docx and jpg only.'
- File Selection:** A dropdown menu with 'Project Report' selected, showing a list of options: Project Report, MOA, AOA, Director Details, Board Resolution/ AS, Financial Statements, Lease Agreement, Master/ Service Agreement, and Other.
- Buttons:** 'No file selected', 'Choose File', and 'Upload'.

3.15 REVIEW-APPLICATION

After filling all the details and uploading requisite documents, applicant will click on Final Submit button on left bar. Following screen will appear to re-check the filled application before final submission and Application Fee details are to be filled up.



The screenshot shows the 'Application Fees' page in the STPI portal. The header includes the STPI logo, 'Software Technology Parks of India', and the Ministry of Electronics and Information Technology (MeitY), Government of India. The user is logged in as 'M/s JMISHRA'. The left sidebar contains a menu with options: Dashboard, Applicant Details, Capital Structure, Investments, Projections, Collaboration, FE Details, Manpower, Expertise, Others, Upload, and Final Submit. The main content area has a yellow 'Application Fees' button. Below it, the STPI logo is displayed, followed by text in Hindi and English: '100% कंप्यूटर सॉफ्टवेयर के निर्यात हेतु सॉफ्टवेयर टेक्नोलॉजी पार्क (एसटीपी) योजना के तहत इकाई की स्थापना के लिए आवेदन (अनुमति पत्र और विदेशी सहयोग / निवेश के लिए संयुक्त रूप) APPLICATION FOR SETTING UP UNIT UNDER SOFTWARE TECHNOLOGY PARK (STP) SCHEME FOR 100% EXPORT OF COMPUTER SOFTWARE'. Below this, it says 'आवेदन फार्म APPLICATION FORM'. There are fields for 'आवेदन शुल्क / Application Fee Details' and 'Transaction ID : Dated : Bank Name : Amount :'. At the bottom, it says 'I. एसटीपी यूनिट का स्थान / Location of the STP unit (Please indicate the jurisdiction of STPI)'.



The screenshot shows a modal window titled 'M/S. JMISHRA' for 'Details of Application Fee :'. It contains the following fields: 'Transaction ID : *' (text input), 'Transaction Amount : * (Rs.)' (text input), 'Date : *' (date picker showing 'dd-mm-yy'), 'Name of the Bank : *' (text input), 'Upload Transaction Image : * (In jpg format only)' (file upload button showing 'Choose File' and 'No file chosen'), and 'Remarks :' (text area). A 'Save' button is at the bottom. Below the form, a note states: 'Please note Application Fee is to be submitted through online transaction mode only (UPI ID : stpi@upi) Application Fee for STP :2500 + 450 (GST) Total : Rs. 2950'.

3.16 FINAL SUBMIT

After filling up Application Fee details **Final Submit button** will appear. By clicking of this application is not available for any kind of updates and PDF will be generated and download screen will appear to get download PDF.



Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

Home > Print Application

Application Fees

Final Submit Application

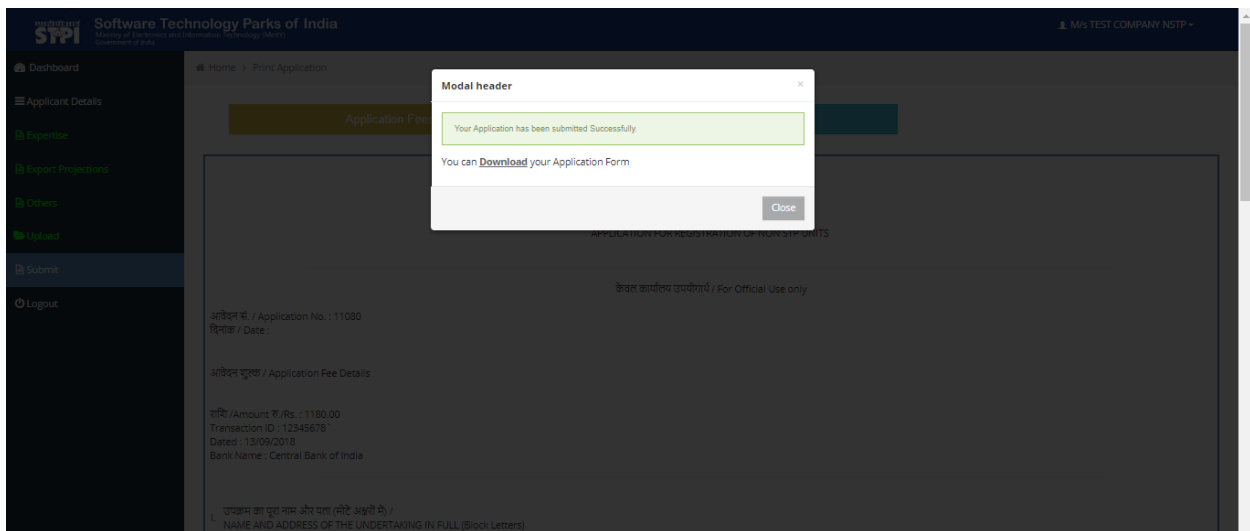
100% कंप्यूटर सॉफ्टवेयर के निर्यात हेतु सॉफ्टवेयर टेक्नोलॉजी पार्क (एसटीपी) योजना के तहत इकाई की स्थापना के लिये आवेदन
(अनुमति पत्र और विदेशी सहयोग / निवेश के लिए संयुक्त रूप)
APPLICATION FOR SETTING UP UNIT UNDER
SOFTWARE TECHNOLOGY PARK (STP) SCHEME FOR 100% EXPORT OF COMPUTER SOFTWARE

आवेदन फार्म APPLICATION FORM

आवेदन शुल्क / Application Fee Details

Transaction ID : 12312321 Dated : 16/11/2018 Bank Name : ICICI Bank Amount : 2500.00

I. एसटीपी यूनिट का स्थान / Location of the STP unit
(Please indicate the jurisdiction of STPI)



Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

Home > Print Application

Application Fees

Final Submit Application

Modal header

Your Application has been submitted Successfully.

You can [Download](#) your Application Form

Close

आवेदन सं. / Application No. : 11080
दिनांक / Date :

आवेदन शुल्क / Application Fee Details

रशि (Amount ₹./Rs. : 1180.00
Transaction ID : 12345678
Dated : 13/09/2018
Bank Name : Central Bank of India

I. उद्योग का पूरा नाम और पता (ब्लॉक अक्षरों में) /
NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Application no is generated and submitted for the processing at STPI level.

Thanks.